



Billing Process for Vendors and Grantees

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&

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Billing Overview

Disaster Recovery Finance

- ▶ Billing Intake and Vendor invoice approval
- ▶ Payment Processing

Billing Intake

- ▶ Submit electronically to DR.BILLING@GLO.TEXAS.GOV (preferred)
 - or–
 - ▶ Regular mail at P.O. Box 12873, Austin, Texas 78711
- but not both

Implementation Manual

Contract documents



Vendor Invoicing

Filling out the Invoice template

ENGINEERING SERVICE PROVIDER (SP) INVOICE SUMMARY								
							Version 12.0101	
From:				From:	To:			
Engineering SP Firm Name		Service Period:		MM/DD/YYYY	MM/DD/YYYY	Vendor ID #:	XXXXXXXXXXXXXXXX	
Engineering SP Firm Address 1		Grantee Contract:		MM/DD/YYYY	MM/DD/YYYY	Invoice Date:	MM/DD/YYYY	
Engineering SP Firm Address 2		SP Contract:		MM/DD/YYYY	MM/DD/YYYY	Invoice #:	XXXXXXXXXXXX	
To:		Grantee:		Grantee Name				
Texas General Land Office		Grantee DRS #:		DRSXXXXXX	STATE Grantee Contract #:			XX-XXXX-XXX-XXXX
Attn: Disaster Recovery Program		SP DRS #:		DRSXXXXXX	STATE SP Contract #:			XX-XXXX-XXX-XXXX
P.O. Box 12873					STATE SP Work Order #:			XXXX X-X
Austin, Texas 78711					Total Work Order Amount			\$ -

- Invoices shall not be submitted more frequently than once per calendar month per work order
- Fully Executed Contract and Work Order in place before Invoices are submitted



Grantee Draws

Filling out the Grantee Request for Payment



Texas General Land Office Disaster Recovery Program Request for Payment - A203

Request Number:

Note: All shaded field headers are interactive buttons that contain helpful information to complete this form.

Grant Recipient: _____ Contract No.: _____

Contract Period: From: _____ To: _____ Period Covered by this Report: From: _____ To: _____

Activity Number	Project Name	Project Task	Budget B	This Request C	Total Prior Request - D	Balance (B-C-D)
		Totals				

Total Grant Funds Requested To Date:

Total Local Match Expended To Date:

0 % matched

- Fully Executed Contract and/or Amendments in place before Draws are submitted
- Not limited to the once a month billing, GLO encourages submission of billing by grantees



Eligibility – Vendors (Round 1 & 2.1)

Engineering

Engineering Table A:

Engineering Non-Entitlement and Alternative-Entitlement Recipients

Engineering Thresholds:

Billing Milestone (not to exceed)	Scope to be Completed at this Milestone
30%	Preliminary Engineering
60%	Complete Plans & Specs
80%	Bid & Award; Start of Construction
90%	Construction oversight
100%	Certificate of Construction Completion

Environmental

Executed Authority to Use Grant Funds

Grant Administration

Project Delivery Table A

Pre-Funded Fees:	Scope to be completed at this milestone
\$1,500.00	Execution of recipient contract
Post Funded Fees (not to exceed)	(Balance of Project Delivery Fees)
10%	Submission of recipient contract start up documents
20%	Submission of Quarterly Report for 1st quarter of grant period
30%	Submission of Quarterly Report for 2nd quarter of grant period
40%	Submission of Quarterly Report for 3rd quarter of grant period
50%	Submission of Quarterly Report for 4th quarter of grant period
60%	Submission of Quarterly Report for 5th quarter of grant period
70%	Submission of Quarterly Report for 6th quarter of grant period
80%	Submission of Quarterly Report for 7th quarter of grant period
90%	Submission of Quarterly Report for 8th quarter of grant period
95%	Submission of close-out documents for grant
100%	Close-out of grant by GLO-DR



Eligibility – Vendors (Round 2.2)

Grant Administration

Grant Administrator Non-Housing Benchmarks: Round 2.2

Engineering

Engineering Non-housing Milestones: Round 2.2

Per-project basis

Billing Milestone	Cumulative Rate	Increment
Preliminary Engineering	25%	25%
Complete Plans and Specifications	50%	25%
Bid and Award; Start of Construction	70%	20%
Construction Oversight	80%	10%
Certificate of Construction Completion and As Built Plans *	100%	20%

Benchmarks - Base Work Order (For Each Project Individually, Except First Benchmark)	Incremental Cap for Charges by Benchmark (% of Grdn Administration Fee - Per Project)	Cumulative Cap by Benchmark (% of Grant Administration Fee Per Project)	Deliverables
Startup Package - One overall package per Grantee	15%	15%	Grantee Signatory form; audit certification; labor standards officer designation; direct deposit form; acquisition
Start of Construction	35%	50%	Labor Standards Record of Construction
50% Construction funds drawn by Grantee, per Project	20%	70%	Total of Grantee Construction Draw Requests
Completion of all Projects	30%	100%	GLO- Approved Project Completion Report

Environmental

Executed Authority to Use Grant Funds

Benchmarks - for Each Added Project	Incremental Cap for Charges by Benchmark (% of Grdn Administration Fee)	Cumulative Cap by Benchmark (% of Grant Administration Fee)	Deliverables
Startup Package - One overall package per Grantee	15%	15%	None (Work Order Amendment provided by th GLO)
Start of Construction	35%	50%	Labor Standards Record of Construction
50% Construction funds drawn by Grantee, per Project	20%	70%	Total of Grantee Construction Draw Requests
Completion of all Projects	30%	100%	GLO- Approved Project Completion Report

Eligibility – Grantees

- ▶ **Contract**
 - Executed Contract (with valid dates)
 - Executed Amendment(s) (with valid dates)
- ▶ **Financial**
 - Audit certification form
 - Budget amounts
- ▶ **Grant Management**
 - Quarterly Report
 - Acquisition Report
 - Special Conditions (signage, environmental permits, flood insurance, TCEQ, etc)
 - Environmental Release of Funds Authorization
 - Certificate of Exemption (if applicable)
 - Davis–Bacon Labor
 - Material/Supplies
 - Land
 - Audit Costs
 - Work equals performance statement
- ▶ **Construction Oversight**
 - Bid/contract
 - Force Account (if applicable)
 - Labor
 - Equipment Owned
 - Fuel
 - Final Construction Amount



Payments

Vendors

- ▶ The “Prompt Payment Law” (TX Gov Code, Chapter 2251) establishes when payments are due. State Agencies are required to process payments within 30 days from the date goods/services are completed, or a correct invoice is received, whichever is the later of the two.
- ▶ State Agencies have 21 days from the date a correct invoice is received to dispute/withdrawal an invoice

Grantees

- ▶ Per TX CPA payment guidelines, grantees don't fall under the “Prompt Payment Law” but every effort is made to process payments within 30 days from the date a correct draw is received.



Contact Information

Billing Questions

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Payment Questions

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Grantee Technical Assistance

Contact Grant Manager for your Region





Thank You

Q & A